

Appraisal Status Monitoring Report for HR Liaisons



Office of *Human Resources*

NOTE: HR Liaisons can only access appraisal status for employees in their assigned area of responsibility.

Step-by-Step Instructions

Step 1 Navigate to your Oracle homepage.

Step 2 Sign In to [accessMCG](#).

Step 3 Click the [Employee Self-Service](#) option.

Step 4 Click the blue [Go to Employee Self- Service](#) button.

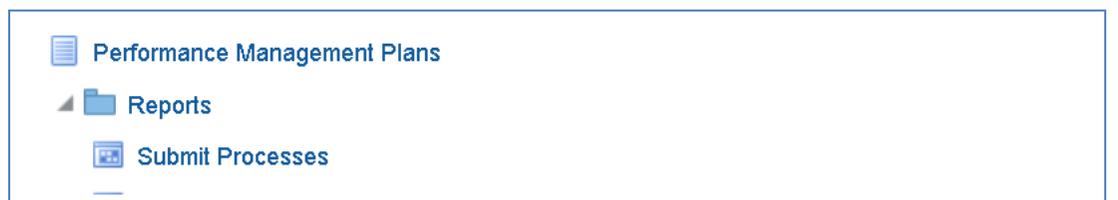
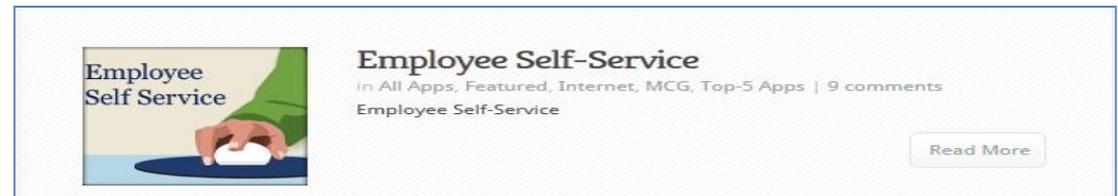
Step 5 Click the [MCG HR Liaison Access](#) link.

Step 6 Click the [Performance Management Plans](#) link.

Step 7 Click the [Reports](#) link.

Step 8 Click the [Submit Processes](#) link.

The **Submit a New Request** page opens.
- The Single Request ribbon is pre-selected.



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Step 9 Click **OK**.



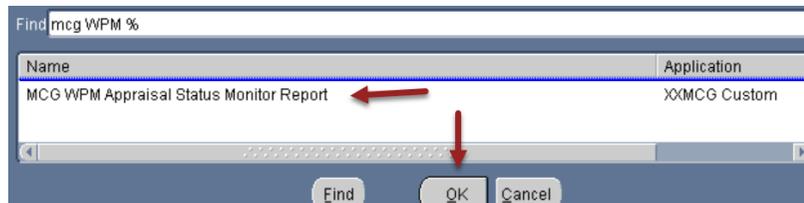
Step 10 Enter **MCG WPM** in the **Name** field.

Press the **Tab key** on your keyboard.



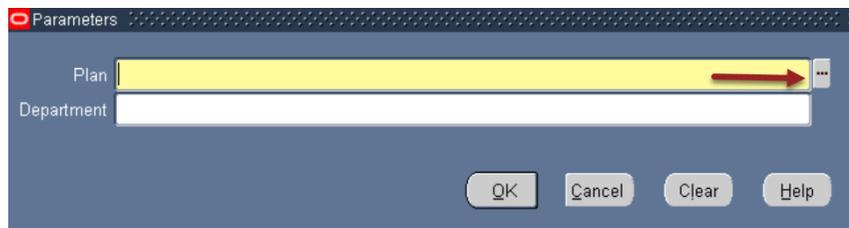
Step 11 Select **MCG WPM Appraisal Status Monitoring Report** in the **Reports** box.

Click **OK**.



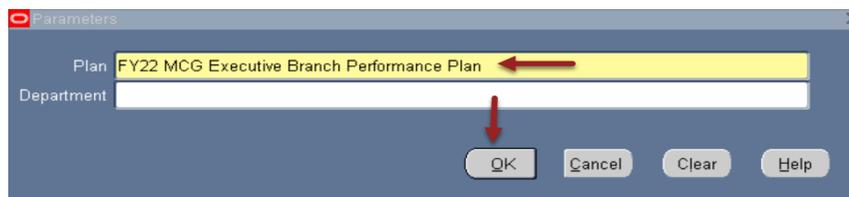
Step 12 Click the **List of Values (...)** at the end of the **Plan Name** field to select the Plan Name.

Press the **Tab key** on your keyboard.



Step 13 Select the appropriate **Plan Name** from the list of plan names.

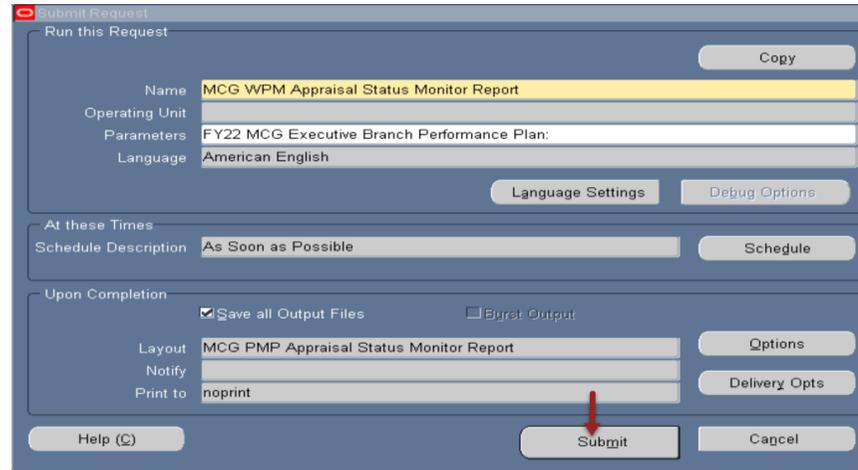
NOTE: Leave the **Department** field blank



Step 14 Click **OK**.

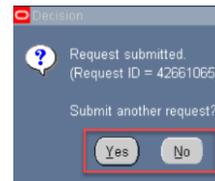
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Step 15 Click **Submit**.

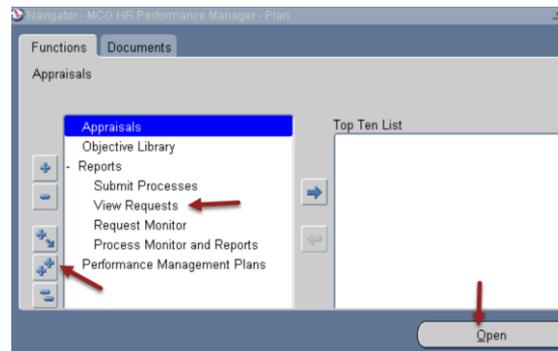


Note the **Request ID#**

Step 16 Select **Yes** to submit another request or **No** if finished.



Step 17 Click the **++** to expand and access the **View Requests**.

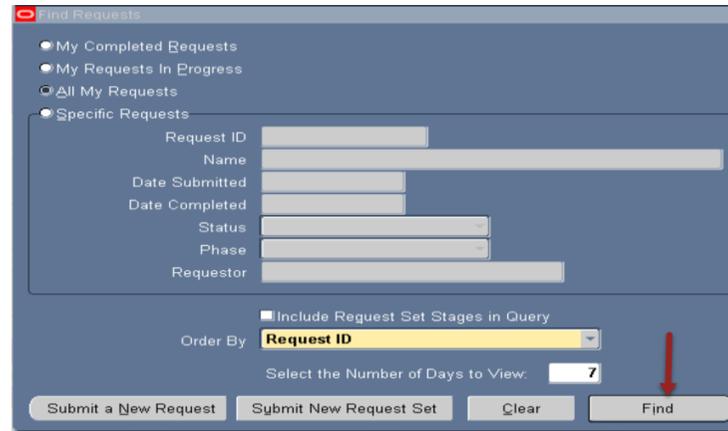


Step 18 Click **Open**.

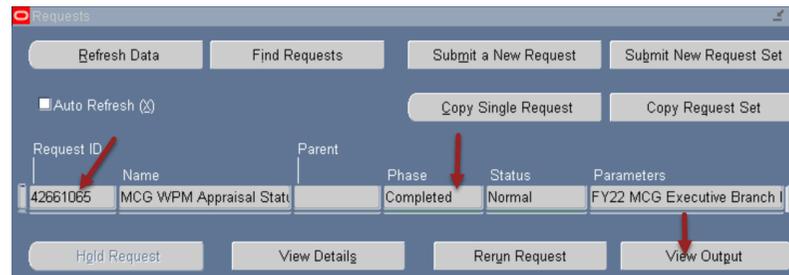
The **Find Request** box opens.

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Step 19 Click **Find**.



Step 20 Select the **Request ID #**.



Step 21 Click **View Output** of your completed request.

Step 22 Click **Open File** to view the Excel report.

NOTE: You may select **FILE** and **SAVE AS** to name and save the report.



NOTE: Click [here](#) for a more detailed job aid.

END OF PROCEDURE.

Plan Name	Period Start Date	Period End Date	Appraisal	Emp No	Section Type	Department	Job	Position	Main Approver	Approver	Template	Appraisal Status	Comments
FY22 MCG Executive Branch Performance Plan	3-Jul-22	30-Jun-23			Employee	AB 05 Administration	MSL Manager	Manager 0: 000113.PF.1			MSL Performance Plan	Planned	
FY22 MCG Executive Branch Performance Plan	3-Jul-22	30-Jun-23			Employee	AB 05 Administration	MSL Manager	Manager 0: 000113.PF.1			MSL Performance Plan	Planned	
FY22 MCG Executive Branch Performance Plan	3-Jul-22	30-Jun-23			Employee	AB 05 New/Delivered Operations	Work Force Leader	Work Force Leader 0: 001312.PF.1			OSI Performance Plan	Ongoing with Main Appraiser	
FY22 MCG Executive Branch Performance Plan	3-Jul-22	30-Jun-23			Employee	AB 05 New/Leading	Work Force Leader	Work Force Leader 0: 001312.PF.1			OSI Performance Plan	Planned	